



Tempe Community Council

Katherine Hanley, Executive Director
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<http://www.tempe.gov/tcc>

ADMINISTRATIVE ASSISTANT JOB ANNOUNCEMENT

Closing Date: When Filled

Availability: Immediate

About Tempe Community Council

Tempe Community Council is a private non-profit 501 (c)(3) organization. Tempe Community Council employees are not employees of the City of Tempe though they work closely with the City. Tempe Community Council's purpose is to work as a planner, researcher, educator, advocate, and resource to improve the funding and policies affecting human services. The Tempe Community Council staff serves a 30 member volunteer board of directors.

Tempe Community Council offers medical, dental, life, and long term disability insurance coverage, vision benefits, medical leave benefits, vacation leave benefits, retirement benefits, tuition reimbursement benefits, and holiday pay.

About the Position

This is a full time front office position with an hourly starting wage of \$16.16.

Typical hours are 9:00 a.m. – 5:00 p.m. M – F.

Need friendly individual with strong clerical and computer software skills. Individual will be working with a variety of people in the community which often requires dealing with sensitive issues.

Applicants should possess excellent English skills and be able to type and proofread a wide variety of reports, take and transcribe meeting minutes, and compose routine correspondence. Applicants must be willing to purchase supplies, run errands in the Tempe area on occasion, and assume responsibility for the general appearance of the front offices.

Applicants need working knowledge of Microsoft Software applications including: Excel, Outlook, and Word. Knowledge of Front Page is desirable. Training on computer software is available.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Applicants whose experience and training most closely match the needs of Tempe Community Council may be selected for further testing/interviews.

Submit resume to **tcc_applicant@tempe.gov** or mail to the above address.

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